

SANTA FE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

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ARTICLE 4 TRAINING
DIVISION 4.1 GENERAL

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.1.1-Purpose	Revised: 2004

- A. Establish policy for the Training Section.
- B. Introduce the standard of conduct for career firefighters, cadets and other personnel attending training at Santa Fe Fire Department.
- C. Describe the blueprint (composition and design) for classes and courses taught by the Training Section.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.1.2-Applicability	Revised: 2004

- A. Any personnel assigned to or participating in training activities with the Training Section.
- B. All students attending any training conducted by the Training Section.
- C. All students attending out of agency training.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.1.3-Conduct	Revised: 2004

- A. Crews are expected to arrive on time for training unless excused.
- B. All personnel are expected to conduct themselves as professionals while in training, either in the classroom or on the training ground.

- C. The Instructor in charge of the class is responsible for classroom conduct.

S.F.F.D.-Standard Operating Procedures

Article 4

Division 4.1.4-Dropping a Class Revised: 2004
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If you must drop from a class after you have made application, a memo stating the reason is required. The memo must be received prior to the start of class and addressed to the Training Officer in charge of the class and the Battalion Chief.

S.F.F.D.-Standard Operating Procedures

Article 4

Division 4.1.5-Records

Revised: 2004

- A. The Training Section shall maintain the training and drill records each month.
- B. Monthly records shall include date, time, and location of the classes along with complete course descriptions.
- C. The Training Section shall submit a quarterly report of all training conducted during the quarter to the Fire Chief on or before the 15th day of the month following the end of the quarter.

ARTICLE 4 TRAINING
DIVISION 4.2 DRESS CODE

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.2.1-Policy	Revised: 2004

All personnel attending Fire Department sponsored training will adhere to the following guidelines regarding dress.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.2.2-Instructors Attire During Fire Department Training	Revised: 2004

- A. All instructors who have accepted responsibility for the delivery of courses, classes or drills will dress appropriately.
 - 1. Classroom dress:
 - a. Instructor dress will be the Work (Class "B") Uniform.
 - 2. Drills or Practicals:
 - a. The instructor must assure that personnel wear the appropriate tactical gear for drills or practicals.
 - b. Be responsible and ensure all participating personnel wear safety or uniform gear appropriate for the practical exercise.
 - c. The instructor in charge of the class will be responsible for ensuring personal apparel meets health and safety criteria.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.2.3-Students Attire Revised: 2004 During Fire Department Training	

- A. All students who attend training while on or off duty, must be in the acceptable attire at all times.
 - 1. Class room dress:
 - a. Student dress will be the Work (Class "B") Uniform, unless a change in the work uniform has been approved by the Fire Chief.
 - 2. Drills:
 - a. All students must wear the appropriate safety apparel for drill sessions as defined within the lesson plan.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.2.4-Out of Agency Revised: 2004 training	

Personnel attending training for which they are paid will wear the accepted daily wear of the sponsoring organization.

ARTICLE 4 TRAINING

DIVISION 4.3 COURSE BLUEPRINT

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.3.1-Purpose Revised: 2004	

To maintain a consistent method of course design by all instructors wishing to teach a class, future documentation, and archival purposes of the material taught.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.3.2-Compliance	Revised: 2004

- A. The instructor accountable for a class will be responsible for securing equipment necessary to teach a class.
- B. When required, all instructors in charge of a course, class or program will be responsible for formatting the classes according to the following guidelines:
 1. The presentation must include a complete lesson plan:
 - a. Course Description.
 - b. Continuing Education Approval Request, as applicable, through the EMS Training Officer.
 - c. The Terminal Goal.
 - d. The Enabling Objectives.
 2. The completed lesson plan will be submitted at least two weeks prior to the delivery of the class for approval by the Training Section.
 3. Completed lesson plans will be archived for future use including general reference for technical questions or as documentation.

ARTICLE 4 TRAINING
DIVISION 4.4 CLASS APPLICATION

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.4.1-Purpose	Revised: 2004

Establish a method for applying for training classes sponsored by the Santa Fe Fire Department or an outside training agency.

S.F.F.D.-Standard Operating Procedures	Article 4
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Division 4.4.2-Outside Agency Training	Revised: 2004
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- A. Personnel wishing to attend an outside agency training class or program shall prepare and submit appropriate application(s) for the course desired on the form prescribed by the department.
- B. The employee wishing to attend outside agency training shall submit a training application to the Training Section, through the chain of command, within thirty (30) days before the first day of class. The applicant will receive an answer to their request eight (8) business days after receipt by the Training Section indicating whether the applicant will be allowed to attend the course, or the reason the application has been denied. Extenuating circumstances preventing an employee from meeting this requirement shall be brought to the attention of the Support Services Assistant Chief.
- C. All training applications will be kept at the Training Section; therefore submission of and responses to all applications will be made at the Training Section.
- D. Applications lacking a signature or received after the start of class will be refused by the Training Section.
- E. Completion of application materials and travel arrangements are the responsibility of the applicant.

S.F.F.D.-Standard Operating Procedures	Article 4
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Division 4.4.3-Santa Fe Fire Department Training	Revised: 2004
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- A. Personnel wishing to attend a Santa Fe Fire Department training class or program shall prepare and submit appropriate application(s) for the course desired on the form prescribed by the department.

- B. Applications must be submitted to the Training Section for approval through the chain of command.
- C. Applications lacking a signature or received after the start of class will be refused by the Training Section.
- D. See collective bargaining agreement for the time requirements for completed application submittal to the Training Section.

ARTICLE 4 TRAINING
DIVISION 4.5 RESEARCH AND DEVELOPMENT

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.5.1-Purpose	Revised: 2004

Establish a method of evaluating new equipment and techniques.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.5.2-Administration	Revised: 2004

All evaluations will be coordinated by the Training Section in conjunction with field personnel.

S.F.F.D.-Standard Operating Procedures	Article 4
Division 4.5.3-Evaluation Process	Revised: 2004

An evaluation form will be completed outlining the methods that will be used for evaluation, the proposed period of evaluation, and who will perform the evaluation. The proposed method used will include equipment needed and techniques used. An evaluation form shall be developed by the Training Section that is specific to the item being tested.

- A. Evaluation shall be performed at the Training Section under the supervision of the Training Officer(s). The evaluation will be performed for feasibility, safety, advantages and disadvantages over previous techniques or equipment.